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Auditee :	<b>Yongkang Shiya Aluminum Factory</b>
Audit Date From :	<b>05/06/2018</b>
Audit Date To :	<b>05/06/2018</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>TUEV Rheinland</b>
Auditor's Name(s) :	<b>Rocky Gao(Lead)</b>
Auditing Branch (if applicable) :	<b>TUV Rheinland China</b>

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This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.  
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p><b>A</b> <b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p><b>B</b> <b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	B	B	B	B	B	B	B																													
A	A	A	A	A	B	B	B	B	B	B	B	C																													
B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p><b>C</b> <b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p><b>D</b> <b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	A	D	D	D																													
A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p><b>E</b> <b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

**Main Auditee Information**

Name of producer :	<b>Yongkang Shiya Aluminum Factory</b>		
DBID number :	<b>379946</b>		
Audit ID :	<b>125303</b>		
Address :	<b>2#, Fengxiang Road, Gushan Industrial Zone, Yongkang</b>		
Province :	<b>Zhejiang</b>	Country :	<b>China</b>
Management Representative :	<b>Kang HUANG</b>		
Contact person:	<b>Xinwu XIA</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Accessories</b>	Product group :	<b>other accessories (please specify)</b>
Product Type :	<b>Scooter</b>		

**Audit Details** 

Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 05/06/2019	

Rating per Performance Area (PA)													
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13	
D	B	A	A	B	D	A	A	A	A	A	B	A	

**Executive summary of audit report**

Yongkang Shiya Aluminum Factory was located at "2#, Fengxiang Road, Gushan Industrial Zone, Yongkang City, Zhejiang Province, China (中国浙江省永康市古山镇工业功能分区凤翔路2号)". There were total 2 blocks of buildings within the individual boundary which were owned by the auditee. The No. 1 building was a block of 5-storey building, the 1st floor was used as finished products warehouse and raw material warehouse; the 2nd floor was used as finished products warehouse and office; the 3rd floor was used as assembly workshop, packing workshop and office; the 4th floor was used as semi-finished products warehouse and finished products warehouse; the 5th floor was idle. The No. 2 building was a block of 1-storey building, which was used as smelting workshop, extruding workshop and aging workshop.

The management was positive and cooperative. The management permitted auditor take photos, review documents, interview workers confidentially. The management signed finding report without opposition and claimed would like to be continuous improvement. The peak season was not obvious. The auditee didn't provide transportation, canteen and dormitory. All the workers were permanent workers and hired by the auditee directly.

The main product manufactured by the auditee was scooter; the main production processes finished at audit scope included smelting, extruding, aging, assembly and packing; the metalworking process and surface treating process were sub-contracted.

Remark: based on background check, the auditee updated its registered address on 04 December 2017 from "Xiajie Village, Shiya, Yongkang City, Zhejiang Province (浙江省永康市世雅下街村)" to "2#, Fengxiang Road, Gushan Industrial Zone, Yongkang City, Zhejiang Province (浙江省永康市古山镇工业功能分区凤翔路2号)". As confirmed by the management, the auditee did not remove its production address ever; the change was caused by the adjustment of administrative division.

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	<b>Yongkang Shiya Aluminum Factory</b>	Legal status :	<b>Sole proprietorship</b>
Local Name :	<b>永康市世雅铝型材厂 (91330784734538248J)</b>	Year in which the auditee was founded :	<b>2004</b>
Address :	<b>2#, Fengxiang Road, Gushan Industrial Zone,</b>	Contact person (please select) :	<b>Xinwu XIA</b>
Province :	<b>Zhejiang</b>	Contact's Email :	<b>xxj@xibeikang.com</b>
City :	<b>Yongkang</b>	Auditee's official language(s) for written communications :	<b>Chinese</b>
Region :	<b>North East Asia</b>	Other relevant languages for the auditee :	<b>None</b>
Country :	<b>China</b>	Website of auditee (if applicable) :	<b>www.sylxc.com</b>
GPS coordinates :	<b>N 28°58'14" E 120°9'9"</b>	Total turnover (in Euros) :	<b>389000.00</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>100.00</b>
Industry :	<b>Accessories</b>	Of which domestic market % :	<b>0.00</b>
If other, please specify :		Production volume :	<b>50000pcs per month</b>
Product Group :	<b>other accessories (please specify)</b>	Production cost calculation :	<b>Yes</b>
If other, please specify :	<b>Scooter</b>	Lost time injury calculation cost :	<b>Yes</b>
Product Type :	<b>Scooter</b>		

<b>Auditee's employment structure at the time of the audit</b>		
Total number of workers :	<b>27</b>	Total number of workers in the production unit to be monitored (if applicable) :
		<b>0</b>
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>
Permanent workers	<b>20</b>	<b>7</b>
Temporary workers	<b>0</b>	<b>0</b>
In management positions	<b>3</b>	<b>1</b>
Apprentices	<b>0</b>	<b>0</b>
On probation	<b>0</b>	<b>0</b>
With disabilities	<b>0</b>	<b>0</b>
Migrants (national citizens)	<b>17</b>	<b>6</b>
Migrants (foreign citizens)	<b>0</b>	<b>0</b>
Workers on the permanent payroll	<b>20</b>	<b>7</b>
Production based workers	<b>0</b>	<b>0</b>
With shifts at night	<b>0</b>	<b>0</b>
Unionised	<b>0</b>	<b>0</b>
Pregnant	<b>-</b>	<b>0</b>
On maternity leave	<b>-</b>	<b>0</b>

**Finding Report**



**Performance Area 1 : Social Management System and Cascade Effect**

Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: D

Deadline date:05/12/2018

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The auditee had set up social responsibility management procedure according to the amfori BSCI Code of conduct and local laws. Mr. Kang HUANG, the production manager was the Amfori BSCI management representative, who was responsible for amfori BSCI Code of conduct follow and implement. The auditee finished melting, extruding, aging, assembly and packing within own production area; the metalworking (punching, folding, welding, etc.) and surface treating processes were sub-contracted. The auditee didn't use service provider. The auditee had explained and communicated amfori BSCI Code of conduct and Tol with its significant sub-suppliers, which included raw material sub-supplier, accessories and packing material suppliers. The significant sub-suppliers promised to respect amfori BSCI Code of conduct and Tol, signed the commitment, and permitted the auditee to conduct second party audit.

被审核方依据amfori BSCI行为守则和当地法律法规建立了社会责任程序文件, 生产厂长黄康先生是amfori BSCI的管理者代表, 负责amfori BSCI行为守则的跟进和实施。被审核方在本生产区域内完成熔炼、挤压、时效、装配和包装工序, 金工(冲压、折弯、焊接等)和表面处理工序外协。被审核方没有使用服务提供商, 被审核方把amfori BSCI行为守则和商业伙伴专用实施条款同重要的供应商进行了解释和沟通。重要的供应商包括原材料、辅料和包材的供应商, 重要的供应商承诺遵守amfori BSCI行为守则和商业伙伴专用实施条款, 签署了承诺书, 并允许被审核方开展了二方审核。

- 1.1 - The auditee had not set up effective management system to implement the requirement of amfori BSCI Code of conduct and local laws. 1) The auditee had not set up systemic planning to comply with the established compliance procedure. e.g.: the management knew that social insurance was not 100% covered, and knew excessively overtime in past 13 months. However the management did not check and correct it in daily work; 2) Workers and worker representative had no strong wish to purchase social insurance and reduce overtime.  
被审核方没有建立有效的管理系统来实施amfori BSCI行为守则和当地法律法规的要求。1) 被审核方没有建立系统性的规划来符合已建立的符合性程序, 如管理层知道社保没有全员覆盖、知道过去13个月有超时加班, 但是管理层并没有在日常的工作中去检查和整改; 2) 员工和员工代表也没有购买社保和减少加班时间的强烈愿望。
- 1.3 - The auditee had set up business partner management procedure; however the auditee did not implement it effectively. Because the auditee did not push and explain amfori BSCI Code of conduct and Tol to its significant sub-contractors, and did not conduct second party audit in its significant sub-contractors.  
被审核方建立了商业伙伴管理程序, 但是被审核方没有有效地执行该程序, 因为被审核方没有把amfori BSCI行为守则和商业伙伴专用实施条款对重要的分包商进行传达和解释, 也没有在对方开展二方审核。
- 1.4 - The auditee had set up written workforce planning procedure, but the procedure was not effectively implemented. Since the sampled workers had excessive monthly overtime work in 12 out of 13 past months.  
被审核方建立了书面的产能规划程序, 但该程序没有有效执行, 因为抽样的工人在过去13个月中有12个月的月加班超时。

**Remarks from Auditee:**

**Performance Area 2 : Workers Involvement and Protection**

Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: B

Deadline date:05/12/2018

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The auditee had set up worker participation and protection procedure based on amfori BSCI Code of Conduct and local laws, the auditee had set up annual training plan and provided training records. The auditee posted amfori BSCI Code of Conduct on site. The auditee had set up information exchange procedure between workers and workers, and management and workers. Worker representative communicated with management every month for the workplace issues from workers. Also management gathered comments from suggestion box once a month. Workers were familiar with the work rules, they knew how to exchange information between workers and management, and they knew how to protect themselves and their rights under law.

被审核方基于amfori BSCI行为守则和当地的法律法规建立了员工参与和保护程序, 建立了年度培训计划并提供了培训记录, 现场张贴了amfori BSCI行为守则。被审核方建立了员工之间、员工与管理层间的信息交流程序, 员工代表来自工人的工作场所的问题每个月和管理层开展交流, 同时管理层每个月也会收集来自意见箱里的意见。员工熟悉规章制度, 他们知道如何同管理层以及员工之间进行信息交流, 他们知道如何保护自己以及基于法律下的自身权利。

- 2.2 - The auditee did not define long term goals to protect workers according to amfori BSCI Code of conduct and local laws. For example: the social insurance not covered all employees, however the auditee had no plan to increase social insurance purchase ratio step by step; the monthly overtime exceeded 36 hours for the sampled workers; however the auditee had no plan to reduce the monthly overtime step by step.  
被审核方没有根据amfori BSCI行为守则和当地法律法规来定义保护员工的长期目标。例如: 社保没有全员覆盖, 被审核方没有计划逐步提高社保购买比例; 抽样员工的月加班超时, 被审核方没有计划逐步降低员工的加班时间。

**Remarks from Auditee:**



<b>Performance Area 3 : The rights of Freedom of Association and Collective Bargaining</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up "rights of freedom of association and collective bargaining" procedure based on amfori BSCI Code of Conduct and local laws; the auditee respects workers' rights of freedom of association and collective bargaining. The auditee didn't set up trade union. But the auditee had set up worker representative election procedure. According to election procedure, there was 1 worker was freely-elected as worker representative on 11 December 2017.</p> <p>被审核方基于amfori BSCI行为守则和当地的法律法规建立了“自由结社和集体谈判权”的程序，被审核方尊重员工自由结社和集体谈判的权利，被审核方没有建立工会，但是建立了员工代表选举程序，基于选举程序，1名员工在2017年12月11日被自由选举为员工代表。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up "No Discrimination" procedure based on amfori BSCI Code of Conduct and local laws. The management signed "No Discrimination" commitment. At the same time, in order to prevent discrimination behavior occurred in the factory, the auditee conducted discrimination risk assessment, set up report policy and report channel. There were no discrimination based on sex, age, region, language, native place, and life style detected in the auditee.</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规建立了“不歧视”程序，管理层签署了“不歧视”承诺书，同时为了防止工厂内出现歧视现象，被审核方开展了歧视风险评估，建立了举报制度和举报途径。被审核方没有发现基于性别、年龄、地域、语言、籍贯以及生活方式的歧视发生。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: B	Deadline date:05/12/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up social benefit procedure and employee manual based on amfori BSCI Code of conduct and local laws. The auditee had defined paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave in the employee manual. The local minimum wage standard sets RMB1660, equivalent to RMB9.54 per hour before 01 December 2017 and sets RMB1800 per month, equivalent to RMB10.34 per hour after 01 December 2017. The auditee provided payrolls from May 2017 to April 2018 for 5 sampled workers for review, it was observed that wage was calculated by hourly rate and the minimum hourly rate was RMB14.94; the payment calculation period was natural month, the wage was paid by cash on 30th of each month with pay slip, no workers earned salary under minimum wage, no any fine or illegal deduction from the wage. The auditee provided paid holiday and annual leave to workers; the annual leave was 5 days a year and workers could apply for annual leave freely.</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规建立了社会福利程序和员工手册，被审核方在员工手册中规定了带薪年假、法定假日、病假、婚假、产假以及丧假。当地的最低工资标准在2017年12月1日前是人民币1660元，相当于人民币9.54元/小时，在2017年12月1日后是人民币1800元，相当于人民币10.34元，被审核方提供了5个抽样员工从2017年5月到2018年4月的工资表，发现工资是时薪制，最低时薪为人民币14.94元，工资的计算周期是自然月，工资每月30日现金发放，工资单同时提供，没有员工的收入低于最低工资，工资里没有罚款和非法扣款，工厂提供了有薪假和年休假，一年有5天年假，工人们可以自由的申请年假。</p>	
<p>5.4 - The auditee had not evaluate the local basic living wage, and had not conduct the fair remuneration collection and calculation, so the possible gaps existing between the actual remuneration and the fair remuneration could not be identified. 被审核方没有评估当地的基本生活工资，也没有进行公平需求工资的收集和计算，因此也无法识别实际支付工资和公平需求工资之间可能的差距。</p>	
<p>5.5 - The auditee purchased social insurance for employees, but not covered all employees. Based on the social insurance receipts online checking in tax website from May 2017 to April 2018, by the end of 05 June 2018, in Yongkang HR &amp; Social Security Bureau, out of total 27 employees, 22 employees were not provided endowment insurance and maternity insurance; 23 employees were not provided medical insurance and unemployment insurance. (Reference law: Social Insurance Law of P.R.C, Article 10, Article 23, Article 44, Article 53) Remark: 1) Total 27 employees were provided work related injury insurance in Yongkang HR &amp; Social Security Bureau; 2) The management confirmed the auditee would like to purchase social insurance to each candidate before entry. However most employees were migrant workers, they did not want to purchase social insurance in Yongkang, because it was not convenience to transfer social insurance to hometown once leave Yongkang. At the same time, the local government had not strong request on social insurance; 3) Workers and worker representative confirmed they were informed to decide to purchase social insurance in Yongkang or not voluntarily. Since they had purchased rural insurance in hometown, so they abandoned the other social insurance voluntarily; 4) Workers were migrant who abandoned social insurance voluntarily.</p> <p>被审核方给员工购买了社会保险，但是没有覆盖全部的员工。基于从2017年5月到2018年4月份的社保支付凭证税务网站的在线核实，截止到2018年6月5日，在永康市人力资源和社会保障局，被审核方的全部27名员工中，22名员工没有购买养老和生育保险，23名员工没有购买医疗和失业保险。（参考法律法规：《中华人民共和国社会保险法》第10、23、44及53条）备注：1)全部27名员工在永康市人力资源和社会保障局购买了工伤保险；2)管理层确认被审核方愿意给每一位员工入职前购买社保，但是大多数员工都是外地人，他们不愿意在永康购买保险，一旦离开永康后社保也不方便转回老家，同时当地政府对于社保也没有强烈的要求。3)员工和员工代表确认他们知道由他们自己决定要不要在永康购买社保，由于他们在老家已经购买了农保，因此他们自愿放弃社保；4)放弃社保的员工是外地员工。</p>	
<b>Remarks from Auditee:</b>	

<b>Performance Area 6 : Decent Working Hours</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: D	Deadline date:05/12/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up working time management procedure and employee manual based on amfori BSCI Code of conduct and local laws. Finger print was used to record each in and out. The auditee provided attendance records from 01 May 2017 to 05 June 2018 of 5 sampled workers. The normal working hour: 07:30-11:00, 12:30-17:00, and if needed, 2 hours' overtime was arranged from 18:00 to 20:00. Workers worked 8 hours a day and 40 hours a week, maximum overtime work 2 hours per day, Saturday was arranged as overtime, Sunday was guaranteed as the rest day, maximum overtime work 16 hours a week, guarantee at least one day rest a week, maximum overtime work 74 hours a month. Workers worked voluntarily. The overtime compensation was paid legally (150% of normal rate for overtime on working day; 200% of normal rate for overtime on weekend which couldn't take working days off; 300% of normal rate for overtime on holiday).</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规建立了工时管理程序和员工手册, 指纹记录考勤, 被审核方提供了5个抽样的从2017年5月1日到2018年6月5日的考勤记录, 正常工作时间: 07:30-11:00, 12:30-17:00, 如果需要加班, 时间从18:00到20:00。工人们每天工作8个小时, 每周工作40个小时, 每天最多加班2个小时, 星期六是安排加班, 星期日休息, 每周最多加班16个小时, 一周有一天休息, 每月最多加班74个小时。员工自愿加班, 加班费依法足额支付(平时加班1.5倍工资, 周末加班如果不能安排调休的2倍工资, 法定假加班3倍工资)。</p>	
6.2 -	<p>The auditee had not set up overtime control procedure to control excessively overtime; and the current attendance system had no alert function when overtime exceeded limit. 1) The production principal claimed that they did not control excessively overtime. 2) Workers and worker representative confirmed that the auditee never controlled excessively overtime. 3) 3 monthly attendance records (April 2018, March 2018 and December 2017) of 5 sampled workers' were reviewed randomly, it was observed that (1) 5 out of 5 sampled workers had excessively overtime in April 2018, and 5 out of 5 workers worked overtime of 62 hours a month; 2) 5 out of 5 sampled workers had excessively overtime in March 2018, and 5 out of 5 workers worked overtime of 74 hours a month; (3) 5 out of 5 sampled workers had excessively overtime in December 2017, and 5 out of 5 workers worked overtime of 70 hours a month. (The maximum overtime was 62 hours from 01 May 2018 to 31 May 2018, and the maximum overtime was 12 hours from 01 June to 04 June 2018) (Reference law: Labor Law of the P.R.C, Article 41)</p> <p>被审核方没有建立加班控制程序来控制超时加班, 当前的考勤系统在加班超时时也没有预警功能。1) 生产负责人确认他们不控制超时加班; 2) 员工和员工代表确认被审核方不控制超时加班; 3) 随机抽样的5名员工3个月的考勤(2018年4月、2018年3月和2017年12月)发现: (1) 2018年4月抽样的5名员工的月加班超时, 5名员工的月加班时间为62个小时; (2) 2018年3月抽样5名员工的月加班超时, 5名员工的月加班时间为74个小时; (3) 2017年12月抽样的5名员工的月加班超时, 5名员工的月加班时间为70个小时。(2018年5月1日到5月31日的加班时间为62小时, 2018年6月1日到6月4日的最大加班时间为12个小时。)(参考法律法规:《中华人民共和国劳动法》第41条)</p>
<b>Remarks from Auditee:</b>	



**Performance Area 7 : Occupational Health and Safety**

Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A

Deadline date:05/08/2018

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The auditee had set up OHS policy, OHS organization chart, emergency procedure and training material, etc.; which were based on amfori BSCI Code of conduct and local laws. The two principals who obtained the "Safety Training Qualified Certificate" in November 2017 and the period of validity was 3 years. The auditee conducted workplace occupational hazard factor test in April 2018. The auditee conducted risk assessment, which included but not limited to production processes (smelting, extruding, aging, assembly and packing), special crowd (pregnant and young worker, etc.) and infectious disease, etc. The auditee provided safety training to workers, which included but not limited to machine operation, how to wear PPE, fire drill, etc. The latest two fire drills were conducted on 18 October 2017 and 12 April 2018. Fire hydrant and fire extinguishers were equipped at production area; escape routes, aisles and emergency exits were not blocked and clearly marked, evacuation plan was posted in each emergency exit. One and only special equipment was an elevator, the annual inspection report and operator certificates were provided for review. There was a worker obtained first aider certificate on 15 March 2018 in Yongkang Red Cross. First aid kit was provided in each workshop. The purified water was provided on site free of charge. The test report of purified water was provided for review. Working light was acceptable, and temperature and humidity felt comfortable. The auditee didn't provide transportation, canteen and dormitory.

被审核方基于amfori BSCI行为守则和当地法律法规建立了职业健康安全的方针、职业健康安全组织架构、应急程序、培训材料等。两位主要负责人在2017年11月取得了“安全培训合格证书”，有效期3年。被审核方在2018年4月开展了工作场所职业危害因素检测，被审核方开展了风险评估，包括但不限于工作岗位（熔炼、挤出、时效、装配和包装）、特殊人群（怀孕女工和青年工人等）和传染病等。被审核方给员工提供了安全培训，包括但不限于机器操作、如何佩戴劳保用品、消防演习等。最近的两次消防演习在2017年10月18日和2018年4月12日举行。生产区域配备了消防栓、灭火器、逃生线路、通道和紧急出口保持畅通、标识清楚，逃生示意图张贴在每一个紧急出口。唯一的特种设备是1部电梯，电梯年检报告和操作员证提供审核。1名工人取得了永康市红十字会在2018年3月15日签发的急救员证，每个车间提供了药箱，提供了免费纯净水，纯净水水质检测报告提供审核。工作的场所的照明良好，温度和湿度感觉舒适，被审核方不提供交通、食堂和宿舍。

7.1 - The auditee did not provide pre-service, in-service and job leaving occupational disease health check to the workers who worked in smelting and extruding workshops. Since the smelting and extruding workers worked in noise and dust environment. (Laws and Regulations: Occupation Disease Prevention Law of P.R.C, Article 35) Remark: 1) interviewed workers claimed PPE would protect them well; 2) the management claimed they would provide occupational disease health check to workers in the future.

被审核方没有给熔炼和挤出的员工提供岗前、在岗和离职时的职业健康检查，因为熔炼和挤出的员工工作在噪音和粉尘的环境里。（参考法律法规：《中华人民共和国职业病防治法》第35条）备注：1) 访谈的员工声称劳保用品能很好的保护他们；2) 管理层声称将来会给员工提供职业病体检。

7.7 - It was observed that all lubricating oil stored on the floor directly in production workshop, which was not equipped with leakage protective device; also lubricating oil leakage to floor in the extruding workshop. It was observed that there was no MSDS was provided to lubricating oil. (Laws and Regulations: Regulation for Safety of Hazardous Chemical, Article 20; the Regulation for Chemical Usage Safety in Work Place, Article 27) Remark: the EHS representative claimed they would reinforce on site chemical management; 2) interviewed workers claimed there were no leakage protective device and MSDS were provided to lubricating oil before.

所有的润滑油都是直接放置在生产车间的地面，没有配备防渗漏装置；同时挤出车间已有润滑油渗漏到地面。同时润滑油也没有配备物料安全数据表。（参考法律法规：《危险化学品安全管理条例》第20条；《工作场所安全使用化学品规定》第27条）备注：1) 环境健康安全代表声称他们会加强现场化学品的管理；2) 访谈的工人声称之前没有给润滑油配备过防渗漏装置和物料安全数据表。

7.11 - 1) There were total 2 blocks of buildings in the audit scope. However the auditee didn't obtain the Building Construction Inspection Certificates for the 2 blocks of buildings. The details as below: a) a block of 1-storey building finished in 2003 and landed area was about 1200m2; b) a block of 5-storey building finished in 2005 and landed area was about 1000m2. (Laws and Regulations: Construction Law of the P.R.C, Article 61) 2) There were total 2 blocks of buildings in the audit scope. However the auditee didn't provide the Fire Safety Inspection Certificate or record for the 2 blocks of buildings. The details as below: a) a block of 1-storey building finished in 2003 and landed area was about 1200m2; b) a block of 5-storey building finished in 2005 and landed area was about 1000m2. (Laws and Regulations: Fire Prevention Law of the P.R.C, Article 11 & 13) Remark: the building age and area was provided by the management.

1) 审核范围内共有2幢建筑，但是被审核方不能提供该2幢建筑的竣工验收报告，具体如下：a) 1幢1层完工于2003年、占地面积约1200平方的建筑；b) 1幢5层完工于2003年、占地面积约1000平方的建筑。（参考法律法规：《中华人民共和国建筑法》第61条）2) 审核范围内共有2幢建筑，被审核方不能该2幢建筑的消防验收合格证书或备案记录，具体如下：a) 1幢1层完工于2003年、占地面积约1200平方的建筑；b) 1幢5层完工于2003年、占地面积约1000平方的建筑。（参考法律法规：《中华人民共和国消防法》第11和13条）备注：建筑年代和面积是管理层提供的。

7.13 - It was observed that around 90% switch boxes were opened and the switches were exposed outside in smelting and extruding workshop. (Laws and Regulations: Guideline of Handling Electricity Safety, Article 4.4) Remark: the EHS representative explained which was caused by negligence.

熔炼和挤出车间内约90%的电器开关箱没有闭合，电器开关裸露在外。（参考法律法规：《用电安全导则》第4.4条）备注：环境健康安全代表解释管理上疏忽了。

7.17 - It was observed that the stepladder (around 2m length) was not equipped with handrail on extruding machine. (Laws and Regulations: Safety of Machinery-Permanent Means of Access to Machinery-Part 3: Stairs, stepladders and guard-rails (GB17888.3-2008), Article of 7.1.2) Remark: the EHS representative explained that they would consider installing privacy door.

审核发现挤出机器上的登高梯（约2米长）没有配备扶手。（参考法律法规：《机械安全 进入机械的固定设施第3部分：楼梯、阶梯和护栏》(GB17888.3-2008)第7.1.2条款）

7.22 - It was observed that the male toilet was not equipped with privacy door on the 1st floor of the 5-storey building. Remark: the EHS representative explained that they would consider installing privacy door.

5层建筑的1楼男洗手间没有配备隐私门。备注：环境健康安全代表解释他们会考虑安装隐私门。

**Remarks from Auditee:**

<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up "No Child Labor" procedure based on amfori BSCI Code of Conduct and local laws, had set up child labor remedy procedure and age-verification mechanism. The amfori BSCI management representative confirmed they never hired child labor or used student workers who were less than 16 years. There were no workers under 16 years old on site.</p> <p>被审核方基于amfori BSCI行为守则和当地的法律法规建立了"不雇佣童工"程序,建立了童工拯救程序和年龄验证机制, amfori BSCI管理者代表确认他们从不招聘童工或者使用年龄低于16周岁的学生工,现场也没有发现低于16周岁的员工。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up young worker protection procedure based on amfori BSCI Code of Conduct and local laws, the content included but not limited to health check, record, training and assessment of hazard position, etc. There was no young worker detected in the auditee, the youngest worker was born on 21 March 1999 and joined the factory on 16 May 2017.</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规建立了未成年工人的保护程序,内容包括但不限于体检、备案、培训以及危险岗位的评估等。被审核方内没有发现未成年工人,最年轻的员工是1999年3月21日出生,2017年5月16日入职。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:05/08/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up recruitment procedure, employee manual and work rules, etc.; which were based on amfori BSCI Code of Conduct and local laws. Workers were familiar with the content of labor contract. The labor contract was signed in copies, and one copy was kept by workers. There was no illegality clause in the labor contract. The amfori BSCI management representative confirmed that the auditee never hired illegal migrant workers, never hired homeworkers. There were no temporary workers, dispatched workers and apprentice workers detected on site.</p> <p>被审核方依据amfori BSCI行为守则和当地法律法规建立了招聘程序、员工手册和厂纪厂规等,员工们熟悉劳动合同的内容,劳动合同一式两份,员工们自己保留一份,劳动合同里没有非法条款。amfori BSCI管理者代表确认被审核方从不雇佣非法外籍劳工,从不雇佣家庭工。现场也没有发现临时工、派遣工和学徒工。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up "No Bonded Labor" procedure based on amfori BSCI Code of Conduct and local laws. The auditee strictly prohibited any form of servitude, forced bonded, indentured, trafficked and non-voluntary labor, prohibited any threat and violence management, and prohibited physical harassment and verbal abuse. The Amfori BSCI management representative confirmed the auditee never used prisoner. The auditee organized workers to attend relevant training. Workers confirmed the auditee never retained their resident ID cards; workers could leave the factory when shift ended freely, and they could resign freely.</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规建立了"无强迫劳动"程序,被审核方严禁任何形式的奴役、强迫劳动、抵债性劳动、契约奴役、拐卖和非自愿劳动,禁止威胁和暴力管理,禁止肢体骚扰和言语虐待, Amfori BSCI管理者代表确认被审核方从不使用囚犯。被审核方组织员工参加相关培训,工人们确认被审核方从不扣押他们的身份证,工人在工作完成后可以自由地离开工厂,也可以自由地辞职。</p>	
<b>Remarks from Auditee:</b>	

<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: B	Deadline date:05/12/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up environment management system, environment factor identification and assessment procedure based on amfori BSCI Code of conduct and local laws. The auditee identified significance environment factor, and evaluated the summarized environment factor. The auditee conducted Construction Projection Environment Influence assessment in May 2018. There was no obvious pollution caused by waste gas or sanitary sewage detected during the audit.</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规建立了环境管理制度和环境因素识别和评价程序, 识别了重要的环境因素, 并对汇总的环境因素进行评估, 在2018年5月开展了建设项目环境影响评估。审核过程中没有发现废气和生活污水造成的污染。</p>	
12.1 -	<p>1) The auditee had conducted construction project environmental impact assessment in May 2018; however the auditee had not obtained approval from Yongkang Environment Protection Bureau. (Laws and Regulations: Environmental Impact Assessment Law of P.R.C, Article 22) 2) The auditee did not conduct construction projection completion environmental protection acceptance. (Laws and Regulations: Construction Projection Environment Protection Regulations, Article 19) Remark: the EHS representative claimed that they would obtain approval and conduct construction projection completion environmental protection acceptance soon.</p> <p>1) 被审核方在2018年5月份开展了建设项目环境影响评估, 但是被审核方没有取得永康市环保局的批复。(参考法律法规:《中华人民共和国环境影响评价法》第22条) 2) 被审核方没有开展建设项目竣工环境保护验收。《《建设项目环境保护管理条例》第19条) 备注:环境健康安全代表声称他们会很快取得批复并开展建设项目竣工环境保护验收。</p>
12.4 -	<p>1) Noise was generated from aluminum rod cutting process; however the auditee did not conduct factory boundary noise monitoring and could not provide factory boundary noise monitoring report. (Reference law: Law of the People's Republic of China on Prevention and Control of Pollution from Environmental Noise, Article 23) 2) The auditee did not supervise its waste air emission generated from smelting process on periodic basis. (Reference law: Measures for the Administration of Environmental Surveillance, Article 21)</p> <p>1) 熔炼车间里切割铝棒的过程会产生噪音, 但是被审核方没有开展厂界噪声的监测, 无法提供厂界噪声的监测报告。(参考法律法规:《中华人民共和国环境噪声污染防治法》第23条) 2) 被审核方没有监测熔炼中产生的废气排放, 以确保其达标排放。(参考法律法规:《环境监测管理办法》第21条)</p>
<b>Remarks from Auditee:</b>	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
Full Audit [Audit Id - 125303] Audit Date: 05/06/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee had set up commercial code of ethic management procedure, anti-corruption policy and information safety management procedure based on amfori BSCI Code of Conduct and local laws. The auditee conducted relevant risk assessment respectively. Management signed anti-corruption commitment. Workers attended business ethics training. There was no inconsistent information detected from personal information, production records, attendance records and payrolls.</p> <p>被审核方基于amfori BSCI行为守则和当地法律法规制定了商业道德规范管理程序、反腐败政策和信息安全管理程序, 并各自开展了风险评估, 管理层签署了反腐败承诺书, 员工参加了商业道德培训。审核中没有发现基于个人信息、生产记录、考勤记录和工资表的不一致。</p>	
<b>Remarks from Auditee:</b>	

**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	05/06/2018	125303	D	B	A	A	B	D	A	A	A	A	A	B	A	C

Producer Photos



External photo(s) of the production unit(s)  
Factory name.JPG



Photo of the inside of the main production hall  
Swiping finger print.JPG



Photo of the sanitary facilities  
Toilet.JPG



External photo(s) of the production unit(s)  
Production building.JPG



Photo of fire safety equipment  
Emergency light Exit sign.JPG



Photo of non-conformity  
5.5 Social insurance not covered all employees (1).JPG



Photo of the inside of the main production hall  
Aging area.JPG



Photo of fire safety equipment  
Evacuation plan.JPG



Photo of non-conformity  
5.5 Social insurance not covered all employees (2).JPG



Photo of the inside of the main production hall  
Assembly and packing workshop.JPG



Photo of fire safety equipment  
Fire alarm.JPG



Photo of non-conformity  
6.2 Maximum monthly overtime was 74 hours in March 2018.JPG



Photo of the inside of the main production hall  
Attendance recorder.JPG



Photo of fire safety equipment  
Fire hydrant Fire extinguishers.JPG

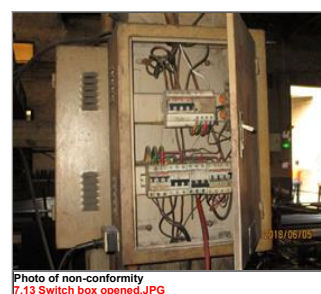


Photo of non-conformity  
7.13 Switch box opened.JPG





Photo of the inside of the main production hall  
Attendance system.JPG



Photo of fire safety equipment  
Fire water pressure test.JPG



Photo of non-conformity  
7.17 Stepladder not equipped with handrail.JPG



Photo of the inside of the main production hall  
Extruding workshop.JPG



Photo first aid facilities  
First aid kit.JPG



Photo of non-conformity  
7.22 Male toilet not equipped with privacy door.JPG



Photo of the inside of the main production hall  
Finished products warehouse.JPG



Photo of the personal protection equipments (if applicable)  
PPE reminder.JPG



Photo of non-conformity  
7.7 Lubricating oil leakage on floor.JPG



Photo of the inside of the main production hall  
Smelting workshop.JPG



Photo of the personal protection equipments (if applicable)  
PPE.JPG



Photo of non-conformity  
7.7 Lubricating oil without leakage protective device and MSDS.JPG



Photo of the inside of the main production hall  
Suggestion box.JPG



Photo of the sanitary facilities  
Drinking water.JPG



Photo of the code of conduct on display  
amfori BSCI Coc.JPG